

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: At 9:45 in the morning, a gas odor begins to exude from the boiler room. As the odor creeps into the hallways, a student in your classroom, who suffers from asthma, begins to complain that they are getting a headache. As you enter the hall your eyes begin to water and your nose begins to burn.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

RESOURCES 

Visit [ShoolSafety.maryland.gov](https://SchoolSafety.maryland.gov), go to "Resources", then "Training"



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